

ITEM NO: _____

PREPARED BY: LEE HINSON

APPROVED BY: _____

RESOLUTION TO APPROVE AMENDMENT TO CONTRACT WITH NOVACOPY, INC. FOR THE RENTAL OF COPIER EQUIPMENT FOR DEPARTMENTS OF SHELBY COUNTY GOVERNMENT. SPONSORED BY COMMISSIONER DEIDRE MALONE.

WHEREAS, The Shelby County Government has a need to rent copier equipment for the various departments; and

WHEREAS, Sealed bids were requested and received on May 30, 2006 with only one bid received meeting specifications being submitted by NOVACOPY, INC. in the total estimated amount of \$685,464.59; and

WHEREAS, The Shelby County Commission approved a Resolution on October 9, 2006 a contract with NOVACOPY, INC. to provide copier services for various departments throughout Shelby County Government.

WHEREAS, This Contract will expire on its terms on December 31, 2009; and

WHEREAS, The NOVACOPY, INC. has proposed to extend the current contract for a two (2) year period to June 30, 2012 at the reduced billing rate of 75% of the current rate; and,

WHEREAS, The reduced billing rate will save Shelby County Government approximately \$360,000.00 per year; and,

WHEREAS, The Purchasing Department has determined that it is in the best interests of Shelby County Government to continue doing business with NOVACOPY, INC. on a single/sole source basis for the two year extension of this agreement; and,

WHEREAS, The Purchasing Department will issue purchase orders for the rental of copier equipment from the FY 2009-2010 Operating Budget subject to the availability of funds in each account number of each requisitioning department or office at the time the purchase order is issued.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the extension of the contract for the period January 1, 2010 through June 30, 2012 with NOVACOPY, INC. in the total estimated annual amount of up to \$505,465.00 for the rental of copier equipment is hereby approved.

BE IT FURTHER RESOLVED, That the Purchasing Department will issue purchase orders for the rental of copier equipment from the FY 2009-2010 Operating Budget subject to the availability of funds in each account number of each requisitioning department or office at the time the purchase order is issued.

BE IT FURTHER RESOLVED, The period of the award for all copier classes is for two years to expire June 30, 2012.

BE IT FURTHER RESOLVED, That the County Mayor is hereby authorized to execute the aforementioned contracts on behalf of Shelby County Government, a copy of which is on file in the Contracts Administration and the Purchasing Department.

BE IT FURTHER RESOLVED, That the County Mayor is hereby authorized to execute any and all other documents necessary in order to effectuate the intent of this Resolution.

BE IT FURTHER RESOLVED, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in amounts not to exceed \$505,465.00 for the purposes contained in this resolution to NOVACOPY, INC. and to take proper credit in their accounting therefore.

Joyce Avery,
Acting County Mayor

Date: _____

ATTEST:

Clerk of County Commission

ADOPTED: _____

SUMMARY SHEET

I. Description of Item

RESOLUTION TO APPROVE CONTRACT WITH NOVACOPY, INC. FOR THE RENTAL OF COPIER EQUIPMENT FOR DEPARTMENTS OF SHELBY COUNTY GOVERNMENT.

II. Source and Amount of Funding

Maximum of \$505,465.00 - Purchase order to be issued subject to available budget FY 2009-2010, #961-307305-6795, Rent Equipment

III. Contract Items

Contract and exhibits attached hereto.

IV. Additional Information Relevant to Approval of this Item

1. NovaCopy is the only known copier provider that is interested in entering into an agreement on a per copy basis with no minimum copy requirements, which is a Shelby County Government requirement.
2. NovaCopy is the current provider of copiers throughout Shelby County Government and has provided outstanding service during the last three years.
3. NovaCopy was the only vendor that responded to last request for bid in 2006.
4. NovaCopy has offered to the extend the existing contract with Shelby County Government through June 30, 2010 with a 15% reduction for this period, resulting in a total savings of \$90,000.
5. At the option of Shelby County Government the contract can be extended through June 2011 at a discount of 20%, resulting in savings of \$240,000.00 for the next fiscal year.
6. For the fifth and final year, NovaCopy has offered a discount of 25%, resulting in savings of \$360,000 for fiscal year 2012.
7. The replacement guarantee of the original contract will remain in effect throughout the terms.
8. Any machine not performing to Shelby County Government satisfaction will be replaced at NovaCopy's expense.
9. At the end of five years, all machines will become the property of Shelby County Government or will be removed at NovaCopy's expense.
10. For all the machines Shelby County Government chooses to own, Novacopy will service at a rate of 50% less than the original CPC rate.

11. Discussions of NovaCopy's offer were held and NovaCopy agreed to commence the 25% discount with the signing of an extended agreement, resulting in savings of \$360,000 per year/each fiscal year.